STATE OF CALIFORNIA

DEDUCTION PROGRAM HANDBOOK

Variable Maintenance
Fixed Maintenance
Union Benefit Trust Funds

Administered by:
Office of the State Controller
Personnel/Payroll Operations Bureau
PO Box 942850
Sacramento, California   94250-5878

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INTERNET REPORTING PROCESS

The State Controller's Office established an Internet Payroll Deduction file reporting process to enable your organization to receive data via the Internet. The file contains detail of reportable deductions withheld from employees' salaries and wages during the pay period as listed in the deduction report.

This section contains the instructions and requirements for obtaining the deduction file from the State Controller's Office server. The requirements have been established to ensure an efficient operation between your organization and the State Controller's Office. These requirements must be met until the agreement to receive these files is terminated. Failure to comply with these requirements could terminate the agreement, preventing access of your organization's files.

The process of retrieving confidential data files from the SCO is extremely sensitive. File Transfer Protocol over SSL (or FTPS) is used for absolute authentication of clients and encryption for secure transmission of the data. We want our clients to feel comfortable with the level of security built into this process.

In order to participate in the Internet Payroll Deduction Reporting Process, you must first complete a Participation Request Form. This form must be signed by an authorized representative of your company. The form must be returned to our office for processing at least <u>one month prior</u> to the effective date indicated in item 2 on the Participation Request form.

Due to system constraints, we are unable to offer this process for the deduction code 035.

If your organization has been assigned multiple deduction/ organization codes, you will receive one file containing the data for all your assigned deduction/organization codes.

The file may be produced on either a semi-monthly or monthly basis:

Semi-monthly:

The first file will reflect deduction activity from the second of the month through the 16th of the month. The second file will reflect deduction activity from the 17th of the month through the first of the following month.

Monthly:

The file will reflect deduction activity from the second of the month through the first of the following month.

File Availability

The files will be available on the server as soon as our semi-monthly and monthly business month processes have completed. When this occurs, an e-mail notification will be sent informing you of their availability.

File Retention

The files will be maintained on the server for a period of ninety (90) days, after which time they will be purged. We suggest you immediately make back-up copies of any files obtained from the server.

File Transfer Protocol over SSL

FTP/SSL
This method is sometimes referred as FTP over SSL or FTPS. Conventional port number used for this protocol is 990. However, SCO has a proxy server as a front end to its mainframe, allowing the clients to connect to it. Clients are expected to use port 21 and ephemeral ports 50290 through 50299 as transitory data ports.

SCO supports Core FTP Lite, FileZilla (version 3.0.11 and older), WS-FTP Professional, and Reflection FTP Client. All four of them provide FTP/SSL. We are recommending Filezilla 3.0.11 for the SCO Payroll Deduction Reporting process and the following instructions are for using Filezilla. Additional documentation for Core-FTP, WS-FTP and Attachmate Reflection configuration can be provided upon request.

Once you have completed and submitted the Participation Request Form, the State Controller's Office Information Security Office will send you email with your userid and a phone number (916-322-8094) to call to receive your temporary password.

You can download Open Source FileZilla version 3.0.11 at
http://www.pcauthority.com.au/Download/114241,filezilla-3011.aspx.

Configuration

Choose the components to install
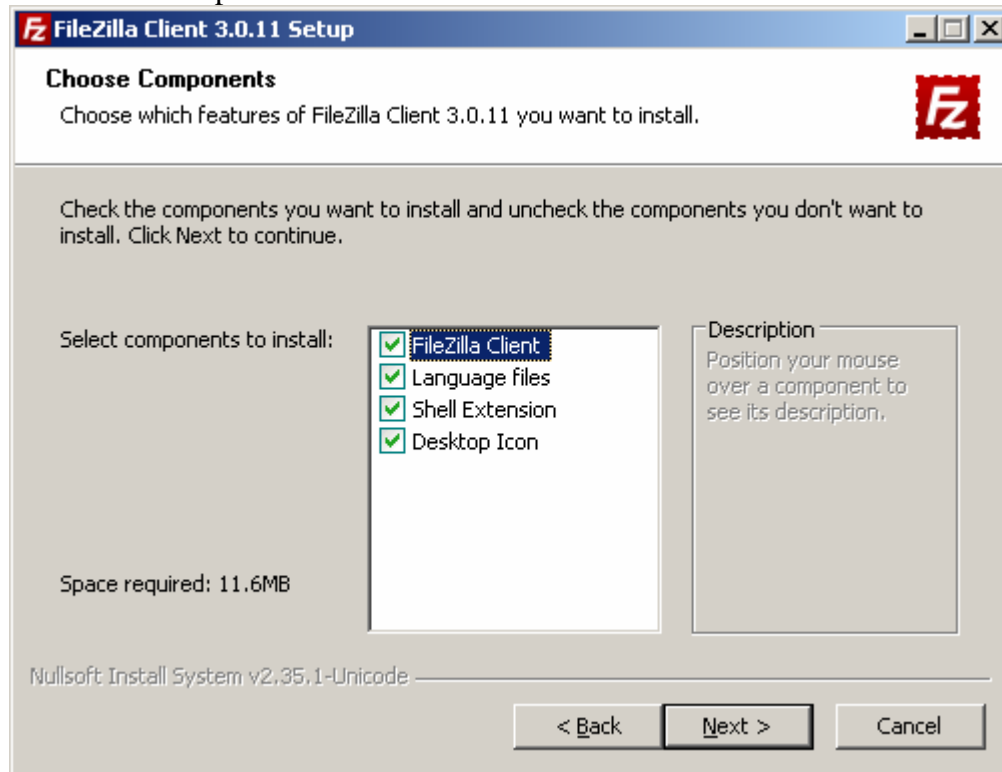
After starting up Filezilla go to Transfer, Transfer Type and choose the type (for most users it will be ASCII).
Next go to File, Site Manager, you will see a Site Manager popup.
Please set up a site to connect to the proxy as shown in the screen print.
Configure as follows:
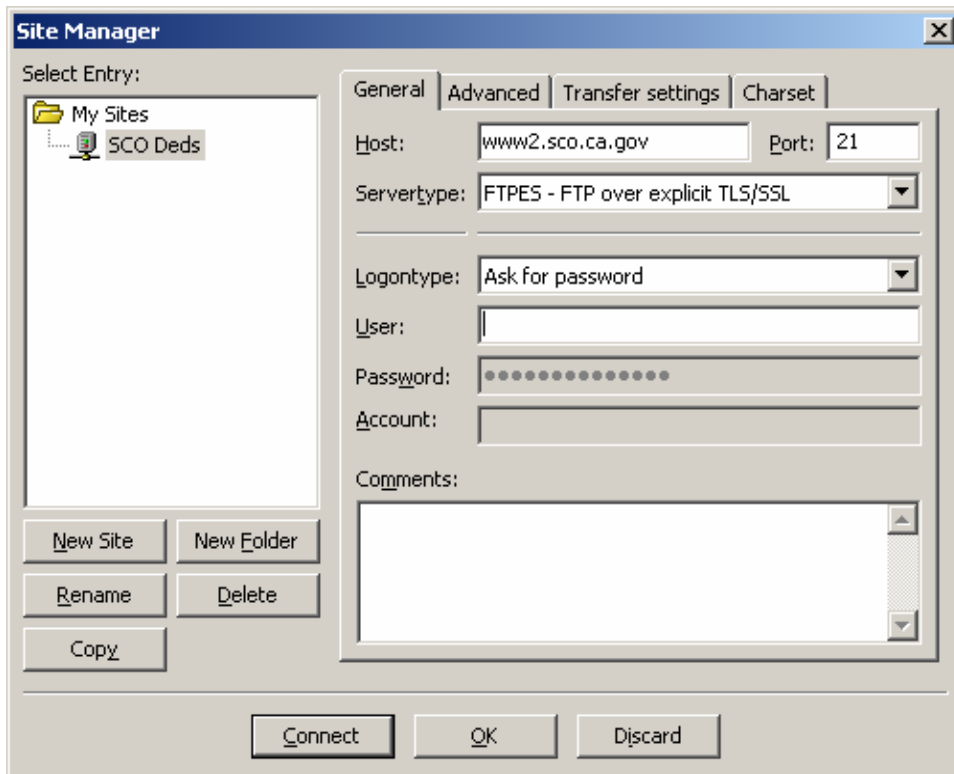**New Site :** name it to anything you'd like
Host: www2.sco.ca.gov
Port: 21
Connection: FTPES – FTP over explicit TLS/SSL
Logontype: Ask for password
User: Use the SCO mainframe user ID (provided by SCO)

Site Manager

Select Entry:

- My Sites
  - SCO Deds

General | Advanced | Transfer settings | Charset

Host: www2.sco.ca.gov   Port: 21

Servertype: FTPES - FTP over explicit TLS/SSL

Logontype: Ask for password

User:

Password: ●●●●●●●●●●●●●●

Account:

Comments:

New Site   New Folder
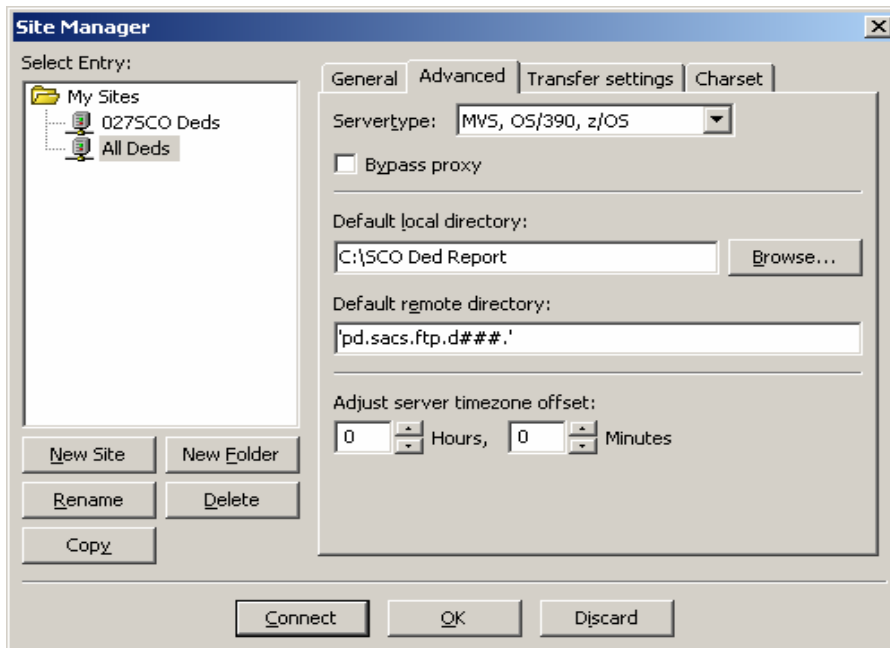Rename   Delete
Copy

Connect   OK   Discard

Go to Advanced Tab
Servertype: MVS, OS/390, z/OS
Default local directory: browse to the location you want to store your files
Default remote directory: 'pd.sacs.ftp.d###.' where ### is the file assigned to you by SCO (in the email with your user ID).

Site Manager

Select Entry:

- My Sites
  - 027SCO Deds
  - All Deds

General | Advanced | Transfer settings | Charset

Servertype: MVS, OS/390, z/OS
☐ Bypass proxy

Default local directory:
C:\SCO Ded Report   Browse...

Default remote directory:
'pd.sacs.ftp.d###.'

Adjust server timezone offset:
0 ▲▼ Hours, 0 ▲▼ Minutes

New Site   New Folder
Rename   Delete
Copy

Connect   OK   Discard

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Click on Connect button, and you will see a popup on Certificate Information as follows.
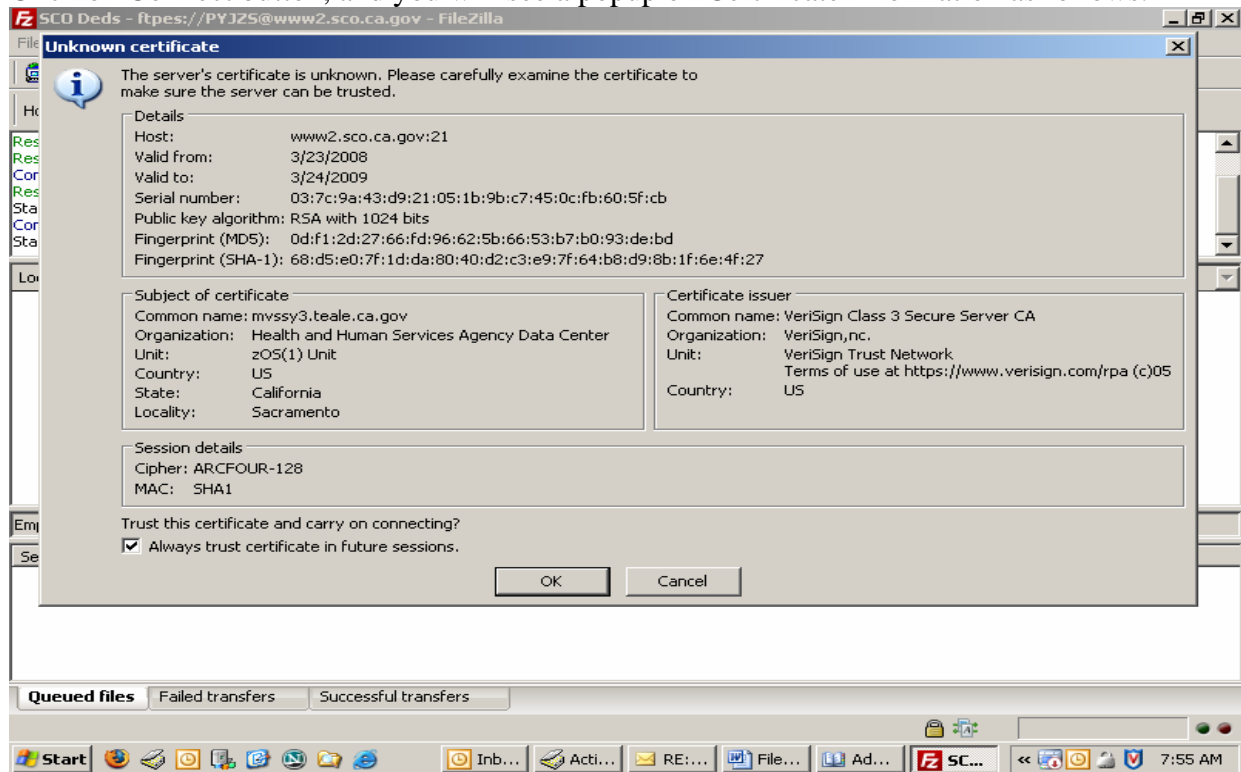
SCO Mainframe Password

Enter your mainframe Password when prompted.
If this is the first time you are using the user id, SCO security group has assigned you a temporary password. You need to change the password by entering the following combination without spaces and without quotes
currentpassword/newpassword/newpassword
In addition, FTP client software simply returns '530 password error' when your password is expired. When you suspect your password may have expired, try to change it by entering the combination of current password new password mentioned above.
SCO mainframe password rules are:

- o Passwords expire after 90 days
- o The system maintains 32 generations of password, so you should not reuse those
- o After 5 consecutive unsuccessful attempts, the user id will be revoked. You will need to contact SCO Information Security group to get the id resumed.
- o If the user id remains inactive 90 days, it will be revoked.
- o For password syntax, a strong password is required which must include at least one upper case letter, one lower case letter and a number.

File Transfer

Upon successful logon, you will see a screen with a list of the files in your mainframe home directory. Your files will be named using a specific convention. The naming convention for your files will be Month, File Designation Code, Reporting Frequency Indicator and Translation Indicator.

The file name will consist of Month (three characters), followed by a file designation code (three characters), followed by an "A" or a "B". The "A" indicates the file is a mid-month file (if your organization receives reports on a semi-monthly basis). The "B" indicates the file is a month-end file. The last character of the file name indicates whether the file is ASCii or EBCDIC translation. ASCii translation files will be indicated by the character "P", while EBCDIC translation files will be blank.

Sample file names are as follows:
JUL150A	July Mid-Month report-EBCDIC
JUL150AP	July Mid-Month report-ASCii
JUL150B	July Month-end report-EBCDIC
JUL150BP	July Month-end report-ASCii
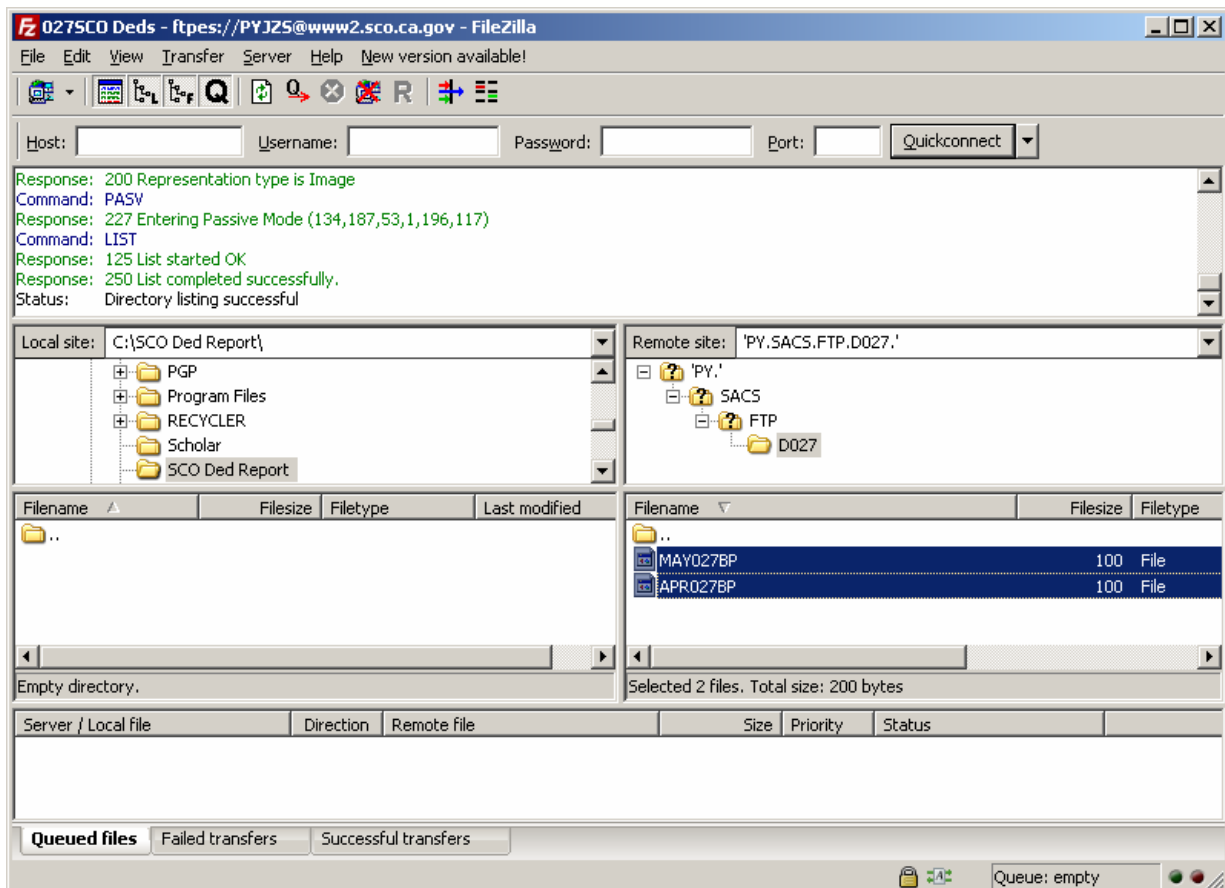
From here, you can click on the file you want to download and drag and drop to the target area, double click it or right click on it and choose download.

Opening Files

Close Filezilla and go to the **Default local directory** that you setup in the configuration process. You can open the file by double clicking it and choosing the program to open it with or opening excel, go to file open, browse to the **Default local directory,** change Files of Type to 'All Files (*.*)' and then choosing the file name. This will take you through the wizard to format your report.

File Characteristics

The State Controller's Office will generate two types of files for each organization, EBCDIC formatted and ASCII formatted.

Characteristics of the EBCDIC formatted file:

The file will contain two types of records, one for detail and the other a total record. Please refer to the file descriptions and layouts beginning on page 58. The logical record length is 90 characters.

Characteristics of the ASCII formatted file:

The file will contain two types of records, one for detail and the other a total record. Please refer to the file descriptions and layouts beginning on page 58. The logical record length is 106 characters.

Common Errors

The most common errors are invalid login userid or password. If you cannot remember your password or suspect it's expired, please contact SCO Information Security Office at (916) 322-8094.

If you can connect and login to the system but cannot see the directory listing, you may have problems receiving the data. Have your firewall admin confirm that ports 50290 through 50299 are enabled.

For any problems related to the nature of the data file, contact the Deduction Program Coordinator at (916) 322-7968 on Monday through Friday, 0800 through 1700.
For any problems related to the connection, contact DTS Help Desk at (916) 464-4311.

Participation Request Form

The Participation Request form details the characteristics of the file and initiates the agreement between your organization and the State Controller's Office.

A blank Participation Request form can be found at http://www.sco.ca.gov/ppsd/dedinfo/intpart.pdf . You must submit this Participation Request form to our office for processing. A copy of the completed Participation Request form should be retained by your organization for future reference. Complete and return the form to the Deduction Program Coordinator at least one month prior to the effective date indicated in item 2 on the Participation Request form (see form for routing address). The effective date must be the first reporting period of the month being requested.

Once your request has been received and processed, the Deduction Program Coordinator will contact your organization with further information to proceed in requesting a security certificate. Upon issuance of an approved certificate, SCO will establish your file process in our production environment.

The Deduction Program Coordinator must be notified *in writing* when there is a change to any of the information provided on the Participation Request form or if your organization wishes to terminate the process of receiving files via the Internet. Notification must be sent at least one month prior to the effective month changes are to occur.

MISCELLANEOUS DEDUCTIONS - DETAIL RECORD

LOCATION	FIELD	LENGTH	PICTURE	DESCRIPTION
1 - 9	Social Security Number	9	X(9)	Social Security Number or Interim Number
10	First Initial	1	X	
11	Middle Initial	1	X	Employee Name
12 - 24	Surname	13	X(13)	
25 - 27	Agency Code	3	X(3)	Identifies the employing agency
28 - 30	Reporting Unit	3	X(3)	Identifies the employing unit
31 - 37	Salary Rate	7	S9(5)V99	Employee's salary rate

NOTE: For other than exclusive representatives, this field is only available upon approval from SCO.

LOCATION	FIELD	LENGTH	PICTURE	DESCRIPTION
38 - 44	Filler	7	X(7)	Blank
45	Pay Period Type	1	X	Identifies the pay period type (i.e. monthly = 0, 1ˢᵗ semi-monthly = 1, 2ⁿᵈ semi-monthly = 2, etc.)
46 - 47	Pay Period Century	2	9(2)	Identifies the pay period of the deduction
48 - 49	Pay Period Year	2	9(2)	
50 - 51	Pay Period Month	2	9(2)	
52 - 54	Deduction Code	3	X(3)	Identifies the deduction code
55 - 57	Organization Code	3	X(3)	Identifies the organization code
58 - 64	Deduction Amount	7	S9(5)V99	The dollar amount of the deduction
65 - 72	Warrant Number	8	X(8)	Identifies the warrant/payment from which the deduction was made
73	Format Code	1	X	Indicates the type of record - Either a '4' or '6' will be entered in this field
74	Flex Deduction Indicator	1	X	SCO processing only
75	Filler	1	X	Blank
76 - 78	File Designation Number	3	9(3)	File number assigned to your organization
79 - 89	Filler	1	X(11)	Blank
90	Record Type	1	X	Identifies the record type - 'D' = Detail Record

MISCELLANEOUS DEDUCTIONS
TOTAL RECORD

LOCATION	FIELD	LENGTH	PICTURE	DESCRIPTION
1 - 20	Filler	20	X(20)	Blank
21 - 30	Total Deduction Amount	10	S9(8)V99	The total deduction amount reported
31 - 36	Total Deduction Count	6	X(6)	The total number of records reported
37 - 51	Filler	13	X(15)	Blank
52 - 54	Deduction Code	3	X(3)	Identifies the deduction code to which the totals apply
55 - 57	Organization Code	3	X(3)	Identifies the organization code to which the totals apply
58 - 75	Filler	18	X(18)	Blank
76 - 78	File Designation Number	3	9(3)	File number assigned to your organization
79 - 89	Filler	24	X(11)	Blank
90	Record Type	1	X	Identifies record type - 'T' will be entered for Total Record

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INTERNET DEDUCTIONS
DETAIL RECORD

LOCATION	FIELD	LENGTH	PICTURE	DESCRIPTION
1	Record Type	1	X	Identifies the record type - 'D' will be entered for Detail Record
3 - 11	Social Security Number	1	X	Social Security Number or Interim Number
13	First Initial	1	X	
15	Middle initial	1	X	
17 - 29	Surname	13	X(13)	Employee Name
31 - 33	Agency Code	3	X(3)	Identifies the employing agency
35 - 37	Reporting Unit	3	X(3)	Identifies the employing unit
39 - 47	Total Premium Amount	9	X(9)	The gross premium amount (sum of the employee share and the employer share)
49	Pay Period Type	1	X	Identifies the pay period type (i.e. monthly = 0, 1st semi-monthly = 1, 2nd semi-monthly = 2, etc.)
51 - 52	Pay Period Month	2	9(2)	Identifies the pay period of the deduction
54 - 57	Pay Period Century/Year	4	9(4)	
59 - 61	Deduction Code	3	X(3)	Identifies the deduction code
63 - 65	Organization Code	3	X(3)	Identifies the organization code
67 - 75	Deduction Amount	9	X(9)	The dollar amount of the deduction
77 - 84	Warrant Number	8	X(8)	Identifies the warrant/payment from which the deduction was made
86	Format Code	1	X	Indicates the type of record - Either a '4' or '6'
88	Flex Deduction Indicator	1	X	Indicates if deduction is flexible benefits
90 - 92	File Designation Code	3	X(3)	Indicates file number assigned by SCO
94 - 96	Sortable Reporting Unit	3	X(3)	
98 - 106	State Share or Salary Rate	9	X(9)	The amount of the employer's share applied toward the insurance premium

INTERNET DEDUCTIONS
TOTAL RECORD

LOCATION	FIELD	LENGTH	PICTURE	DESCRIPTION
1	Record Type	1	X	Identifies record type - 'T' will be entered for Total Record
3 - 14	Total State Share Amount	12	X(12)	The total amount of the employer share (applied toward insurance premium) reported
16 - 27	Total Premium Amount	12	X(12)	The total amount of premium reported
29 - 40	Total Deduction Amount	12	X(12)	The total amount of the employee share reported
42 - 48	Total Deduction Count	7	X(7)	The total number of deductions reported
50 - 52	Deduction Code	3	X(3)	Identifies the deduction code to which the totals apply
54 - 56	Organization Code	3	X(3)	Identifies the organization code to which the totals apply
58	Deduction Type	1	X	Indicates first byte of deduction type
60	Sub-Total Indicator	1	X	Indicates if Sub-Totals are used
62 - 64	File Designation Code	3	X(3)	Indicates file number assigned by SCO

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BU 2000 BUSINESS MONTH DEDUCTION FILE-EBCDIC Format

FILE NAME MISCELLANEOUS DEDUCTION — **FORMAT TITLE** DETAIL RECORD — **DATE** 11/16/98

Positions 1–50:

1–9	10	11	12–24	25–27	28–30	31–44	45	46–47	48–49	50
			EMPLOYEE NAME					PAY PERIOD		
SOCIAL SECURITY NUMBER	First Int.	Middle Int.	SURNAME	Agency Code	Reporting Unit	FILLER	Type	Century	Year	Month
X(9)	X	X	X(13)	X(3)	X(3)	X(14)	X	9(2)	9(2)	9(2)

Positions 51–100:

52–54	55–57	58–64	65–72	73	74	75	76–78	79–89	90	91–100
Ded Code (Cont)	Organization Code	DEDUCTION AMOUNT	WARRANT NUMBER	Format Code	Flex Ded Ind	Filler	File Designation Code	FILLER	Record Type	
X(3)	X(3)	S9(5)V99	X(8)	X	X	X	9(3)	X(11)	X	

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BU 2000 BUSINESS MONTH DEDUCTION FILE-EBCDIC Format

FILE NAME MISCELLANEOUS DEDUCTION — **FORMAT TITLE** TOTAL RECORD — **DATE** 11/16/98

Positions 1–50:

1–20	21–30	31–36	37–50
FILLER	TOTAL DEDUCTION AMOUNT	TOTAL DEDUCTION COUNT	FILLER
X(20)	S9(8)V99	X(6)	X(15)

Positions 52–100:

52–54	55–57	58–75	76–78	79–89	90	91–100
Ded Code	Organization Code	FILLER	File Designation Code	FILLER	Record Type	
X(3)	X(3)	X(18)	X(3)	X(11)	X	

FORMAT DESCRIPTION

BU 2000 BUSINESS MONTH DEDUCTION FILE-ASCii Format

FILE NAME __INTERNET DEDUCTIONS__   FORMAT TITLE __DETAIL RECORD__   DATE __11/16/98__

FORMAT DESCRIPTION

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1	2	3-11	12	13	14	15-16	17-29	30	31-33	34	35-37	38	39-47	48
Record Type		SOCIAL SECURITY NUMBER		First Int.		Middle Int.	EMPLOYEE NAME — SURNAME		Agency Code		Reporting Unit		TOTAL PREMIUM AMOUNT	
X		X(9)		X		X	X(13)		X(3)		X(3)		X(9)	

49	50	51-53	54-55	56-57	58-60	61-65	66-77	78-85	86	87-89	90-93	94-96
Type	Month	Century	Year		Ded Code	Organization Code	DEDUCTION AMOUNT	WARRANT NUMBER	Format Code	Flex Ind	File Designation Code	Sort RU
X	9(2)	9(2)	9(2)		X(3)	X(3)	X(9)	X(8)	X	X	9(3)	X(3)

(PAY PER spans Type, Month, Century, Year)

97-106
STATE SHARE AMOUNT or SALARY RATE
X(9)

BU 2000 BUSINESS MONTH DEDUCTION FILE-ASCii Format

FILE NAME __INTERNET DEDUCTIONS__ FORMAT TITLE __TOTAL RECORD__ DATE __11/16/98__

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Record Type		TOTAL STATE SHARE AMOUNTS													TOTAL PREMIUM AMOUNTS													TOTAL DEDUCTION AMOUNT													TOTAL DEDUCTION COUNT						
X		X(12)													X(12)													X(12)													X(7)						

49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96
	Deduction Code				Organization Code				Ded Type		Sub Total Ind		File Designation Code			FILLER																															
	X(3)				X(3)				X		X		9(3)																																		

97	98	99	100	101	102	103	104	105	106
FILLER									

FORMAT DESCRIPTION